

Little Traverse Bay Bands of Odawa Indians

Job Posting

Job Title:	Facilities Cleaning Technician
Department:	Facilities
Reports To:	Maintenance Leader – Buildings
Status:	Non-Exempt
Salary:	\$11.85 to \$16.03 per hr. / (\$24,648 to \$33,342) Annual
Level:	2
Opens:	October 14, 2015
Closes:	November 04, 2015

SUMMARY

This position provides a clean, sanitary, orderly and satisfying surroundings for employees and the general public. The Cleaning Technician promotes sanitary conditions which prevent the spread of infection and odors. She/he may be required to perform tasks, which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Blood-borne Pathogen Standard or the LTBB Exposure Control Plan for Blood-borne Pathogens. This position is responsible for the cleaning of all restrooms, hallways, offices, etc in the LTBB Governmental Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Operates various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.
- Maintain facility in a sanitary condition.
- Responsible for disposal of trash, waste, and other disposable materials.
- Must handle various cleaning solvents, chemicals, etc. Must comply with all regulations such as OSHA, EPA, etc.
- Have an understanding knowledge of the MSDS manual and policies associated with chemical usage.
- Damp dust furniture, light fixtures, window sills, etc.
- Empty trash containers daily and recycling bins bi-weekly.
- Wet mop floors in all rooms, entrance areas and bathrooms daily.
- Clean wash basins, toilets and contact areas daily.
- Refill supplies as needed – toilet paper, soap, paper towel, hand sanitizer and air fresheners.
- Report any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tile, broken window panes, any defective parts, etc.).

- Check entire area for spills/wet floors periodically, especially in bathrooms and entrance areas.
- Follow instructions on use of germicidal solutions to clean. All procedures for solution use will be part of the Cleaning Technician's training.
- Use safety precautions in while performing all cleaning services.
- Ability to work with limited supervision.
- Completing cleaning assignments timely, and in accordance with established departmental standards.
- Must have the highest regards for confidentiality.

OTHER SKILLS AND ABILITIES

Must be able to work well with others, has to be able to work alone and without constant supervision. Will be required to keep buildings clean and in good repair. Must be able to perform preventative maintenance and simple repair of cleaning equipment. Must be multi-tasking and able to take direction.

EDUCATION AND/OR EXPERIENCE

High School diploma or equivalent required. Must be able to read work varied schedules; on-call if needed. One to two years of recent, general housekeeping experience required.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Michigan Drivers License, reliable transportation and must be insurable is preferred.

PHYSICAL DEMANDS

This position demands good physical health. The housekeeper will be required to lift, carry, walk, sit, push, pull, and work a flexible schedule. Must be able to move continuously during work hours and able to lift and/or carry 20 to 40 pounds. Requires to work in damp, dusty and dirty areas.

COMMENTS

Indian Preference will apply. Individual must be able to pass a criminal background investigation.